



State Board of Accounts School

Wednesday, June 16, 2010

Web-Based Reporting





State agencies and their roles

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- DLGF Sarah Ancel
- IBRC@IU Carol Rogers

DLGF BUDGET FORMS ONLINE





Goal

To provide a web-enabled interface with customized applications for the input of local government unit budget and annual report data. The system will utilize data warehouse technology to store and report out the data to the agencies as well as public data sets to be made available on STATS Indiana.

2010 Objectives

- Create a State portal for the input of information required by multiple state agencies specifically DLGF and SBOA

 of local government units.
- Develop tools within the portal specific to the entry of budget data, initially focusing on three of the most important budget forms required by the Department of Local Government Finance with resulting data loaded automatically into a data warehouse that will have specially designed reporting utilities.
- Develop tools within the portal specific to the entry of the annual report to be submitted to the State Board of Accounts as required by IC 5 11-1-4, tailored to the types of units (county, township, city, town, etc.) and funds. Annual Report data loaded to data warehouse will have specially designed financial reporting utilities.

2010 Timeline

Budgets (3 forms): July 2010 Pilot Counties
 Annual Reports: January 2010 All Units
 Budgets (all forms) July 2011 All Units







Budgets - DLGF

- Pilot with seven counties, encompassing all their taxing units (approx. 178 units) and three budget forms (Form 1, Form 2, Form 4B)
- The pilot program will aid the entire webenabled process by determining issues early on with online submission
- Pilot begins July 1, 2010

Adams
Bartholomew
Daviess
Marshall
Parke
Rush
Vanderburgh





Benefits of Online Budgets - DLGF

- Less work for the County Auditor: County Auditors no longer have to collect paper forms for the county and all county taxing units and deliver them to DLGF field staff.
- Less work and greater efficiency for DLGF field staff: field staff no longer has to do tedious and repetitive data entry of the budget figures into our internal budget program. This program also will dramatically reduce the risk of keying errors resulting from manual data entry.
- More convenient for County Council: Non-binding review can be conducted by pulling figures out of a database rather than deciphering paper budget submissions.
- More transparency for taxpayers: As budget information is made available online, the public can be better informed about the actions of their own elected officials and also elected officials statewide.

SBOA ANNUAL REPORT





Annual Report - SBOA

- Design of system is underway
- All units will be able to use by December 2010
- Local units are welcomed to participate in development & testing phases
- Interested volunteers should contact the appropriate SBOA Office Supervisor





Annual Report – SBOA

- The Annual Report Project is separate and distinct from the SBOA's Chart of Accounts Project. However, one objective of both is to promote consistent reporting across all units
- As a result, we are researching mechanisms to encourage the user to use the funds that are predefined in the system even though their fund name is slightly different
- User will still be able to add unique funds
- The system will ask questions as an aid in classifying unique funds





Annual Report – SBOA

- For existing vendors, we will attempt to keep changes to a minimum
- If the unit's accounting system vendor does not already have a data extract process for the upload, then the unit should request their vendor to modify their system to provide this capability
- The vendor should contact John Eppley, <u>jeppley@sboa.in.gov</u> to receive format specifications





Benefits of Online Annual Report - SBOA

- Eliminate downloading and installing software, submitting individual data files to SBOA's central office
- System will provide "guided" screen flow based on information obtained from previous screens
- Assist units in producing their compiled financial statements
- Better, more current information for state managers and legislators
- Data can be shared with the Census Bureau
- Information available for Bond Rating companies, citizens, economic development

LET'S TAKE A PEEK







Welcome to Indiana's Gateway for Government Units

This login is for authorized personnel only. For information or questions about obtaining access, please contact the <u>Department of Local Government Finance</u> or <u>State Board of Accounts</u>.

Use this gateway to access:

- SBOA Accounts
- · DLGF County Assessor or Auditor Accounts
- · SDF Online Applications

Login Request Form

Authorized Personnel Login				
User Name:	rogersc@iupui.edu			
Password:	•••••			
Remember me next time.				
Log In				

Forgot your password?

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the <u>Indiana Department of Local Government Finance</u> and the <u>State Board of Accounts</u>. It is maintained by the <u>Indiana Business Research Center</u> as part of the Information for Indiana Initiative.

Email

- Technical Problems
- DLGF















Indiana Office of Management & Budget

Select Unit

Select Unit from List

Currently Viewing Year:

2010 🕶

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0001	Blue Creek Township	Township	Adams
0001	<u>Clay Township</u>	Township	Bartholomew
0002	Bogard Township	Township	Daviess
0005	Orange Township	Township	Rush
0003	German Township	Township	Vanderburgh
0776	Bourbon Civil Town	City/Town	Marshall
0003	Greene Township	Township	Parke

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- Technical Problems
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Click here for complete contact information for all of the associated departments.









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Indiana Office of Management & Budget

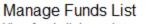
Select Unit > Manage Unit

Selected Unit: Adams County

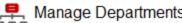
Manage Unit - Adams County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

Department of Local Government Finance Tasks



View funds list, create or edit a fund



Manage Departments

View departments list, create or edit a department

Submit Advertisements

View, upload and submit advertisements to DLGF

Indiana State Board of Accounts Tasks



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POWERED BY information-for-INDIANA









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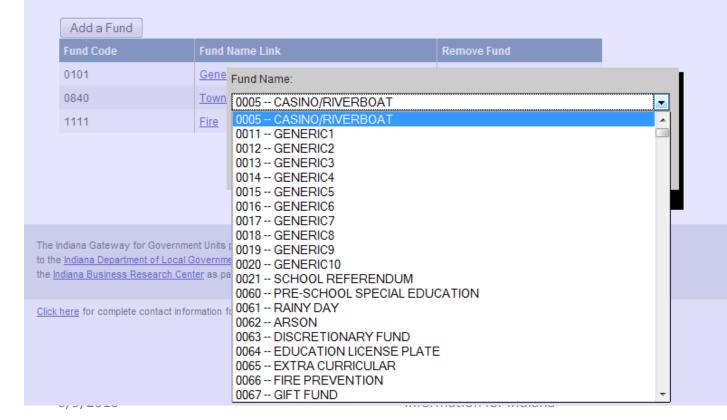


Local Goverment Finance

Select Unit > Manage Unit > Manage Funds List

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

Manage Funds List - 0001 Blue Creek Township



POWERED BY information-for.....

0101 Township Fund

Special Taxes

Special Taxes						
Edit	Delete		Reference Code	Descriptions	July 1 to Dec 31	Jan 1 to Dec 31
/			201	Financial Institutions Tax		
7			202	License Excise Tax		
<i></i>			203	CAGIT Certified Shares		
Z			204	CAGIT Property Tax Replacement Credit		
/			212	County Option Income Tax (COIT)		
Z			217	CVET Commercial Vehicle Excise Tax		
					Total: 0	Total: 0
		Add New Record				













Local Goverment Finance

Select Unit > Manage Unit > Submit Advertisement

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

Submit Advertisement - 0001 Blue Creek Township

Enter a Description:	
Select File to Upload:	Browse_
Advertisement Date:	

Load Advertisement

File Name	Description	Upload Date	Advertisement Date
bg_gradient.gif	test description	1-01-2010	1-01-2010
DLGF.gif	test description345	1-01-2010	1-01-2010
add.gif	test description12	1-01-2010	1-01-2010
logo.gif	test description123	1-01-2010	1-01-2010
test.gif	test description	6-02-2010	6-15-2010
IBRCPanel_Img.gif	test123	6-02-2010	6-01-2010
go_button.gif	test123	6-02-2010	6-01-2010
logo.gif	Logo:)	6-02-2010	6-01-2010
IBRCPanel_Img.tif	Ok, BLOKE	6-02-2010	6-01-2010
IBRCPanel_Img.tif	Ok, BLOKE	6-02-2010	6-01-2010
IBRCPanel_Img.gif	Ok, BLOKE	6-02-2010	6-01-2010









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Local Goverment Finance

Select Unit > Manage Unit > Manage Funds List > Fund Page

Selected Unit: Adams County | Selected Fund: Gift Fund

Fund Forms - Gift Fund

There are three forms to complete for this fund. Form 1 must be completed for each department. The yellow exclamation mark indicates that you have yet to complete this form. A green checkmark means that this form is complete.

Form 1: Budget Estimate



There are still incomplete forms for this unit. 11 of 15 forms marked complete.

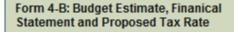
Click here to view list of departments and fill out these forms.

Form 2: Estimate of Miscellaneous Revenues



This form is not complete.

Click here to fill out this form.





This form is complete.

Click here to edit this form.



Submit completed form to DLGF for review.

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Prescribed by Department of Local Government Finance Approved by State Board of Accounts Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

1 Personal Services

Salaries and Wages

Edit	Reference Code	Description	Items	Approved	Delete
	444	Department Head	\$33,333.00	\$6,546,489.00	×
	455	Sheriff	\$25.00	\$8,864.00	×
			Total: \$33,358.00	Total: \$6,555,353.00	
→ Add new record Refresh					

Employee Benefits

Edit	Reference Code	Description	Items	Approved	Delete	
P	444	Dental	\$777.00	\$666,666.00	×	
P	222	abc	\$22.00	\$22.00	×	
	Total: \$799.00 Total: \$666,688.00					
♣ Add new record ♣ Refresh						

Other Personal Services

Edit	Reference Code	Description	Items	Approved	Delete
No records to display.					
			Total: \$0.00	Total: \$0.00	
Add new record	⊕ Add new record				













Local Goverment Finance

Select Unit > Manage Unit > Manage Departments

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

Form 1 Links for Blue Creek Township

	Form 1 Links
	Add a Department
Department Code	
0410	Dept. Code:
0420	Dept. Description:
0441	Dept. Type/Class: Dept. Type 1 ▼
0442	
	Cancel Add New Department
Add a New Department	

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information-for-

Click here for complete contact information for all of the associated departments.

BUDGET ESTIMATE-FINANCIAL STATEMENT-PROPOSED TAX RATE

Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body
Total budget estimate for incoming year		
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended		
3. Additional appropriation necessary to be made July 1 to December 31 of present year		
4. Outstanding temporary loans:		
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year		
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)		
Save Changes		
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy:		
6. Actual cash balance, June 30 of present year (including cash investments)		
7. Taxes to be collected, present year (December settlement)		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):		
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2		





- Possible alternatives for more unit training
- Discuss the role of the County IT Administrator
- Questions!